



**DEPARTMENT OF PERSONNEL**

209 E. Musser Street, Room 101  
Carson City, Nevada 89701-4204  
(775) 684-0150  
[www.state.nv.us/personnel/](http://www.state.nv.us/personnel/)

**MEMO PERD #19/04 - Amended**  
June 1, 2004

TO: Personnel Commission Members  
Department Directors  
Division Administrators  
Agency Personnel Liaisons  
Agency Personnel Representatives  
Designee for Rules Distribution  
Employee Representatives  
Media Representatives

FROM: Jeanne Greene, Director  
Department of Personnel

SUBJECT: PRELIMINARY PERSONNEL COMMISSION AGENDA

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The items listed below are tentatively scheduled for the Personnel Commission meeting on June 25, 2004. This meeting will be held in Legislative Building, Room 4100, 401 South Carson Street, Carson City. This meeting will also have a video conference to Las Vegas at the Grant Sawyer Building, Room 4406, 555 East Washington Avenue.

- I. Call to Order – 8:00 a.m.
- II. \*Adoption of Agenda
- III. \*Minutes of Previous Meeting
- IV. \*Classes Subject to Pre-employment Screening of Controlled Substances  
*Department of Transportation (select positions only) -  
Telecommunications Coordinator I and II  
Communications Systems Specialist II*

*Information Systems Manager I*  
*Computer Network Specialist II and III*

V. \*Prohibitions and Penalties

*Department of Transportation*

VI. \*Approval of Proposed Class Specifications

- A. Air National Guard Firefighters series
- B. Environmental Health Specialist series
- C. Personnel Technician series

VII. \*Approval of Occupational Group Study Revised Class Specifications

A. Engineering & Allied occupational group

- 1. Engineering subgroup
  - a. Highway Project Manager, RPE
  - b. Assistant Transportation Director
  - c. Assistant Director, Planning & Program Development
  - d. Contract Compliance Manager
  - e. Staff I & II, Associate Engineer
- 2. Engineering Support Services subgroup
  - a. Engineering Technician series
- 3. Environmental & Land Use Services subgroup
  - a. Land Use Planner series
  - b. Deputy Administrator, Environmental Programs
  - c. Bureau Chief, Environmental Programs
- 4. Equipment Design & Maintenance subgroup
  - a. Development Technician series

B. Mechanical & Construction occupational group

- 1. Equipment Operations subgroup
  - a. Driver Warehouse Worker series
- 2. Equipment Management, Maintenance & Repair subgroup
  - a. Highway Equipment Mechanic Supervisor series
  - b. Highway Equipment Mechanic series
  - c. Equipment Mechanic series

*Requires Personnel Commission approval of pre-employment screening for controlled substances for all positions located within the Department of Conservation and Natural Resources, Forestry Division*

3. Skilled Trades & Allied subgroup
    - a. Craft Worker-in-Training series
  4. Semi-Skilled General Labor subgroup
    - a. Art Preparator
    - b. Temporary Aid series
    - c. Exhibit Technician
  5. Buildings & Grounds Maintenance subgroup
    - a. Facility Attendant
  6. Graphics, Printing & Reproduction subgroup
    - a. Duplicating Machine Operator series
    - b. Offset Press Operator
    - c. Reprographics Technician series
    - d. Microfilm Operator series
    - e. Offset Machine Operator series
- C. Social Services & Rehabilitation occupational group
1. Rehabilitation subgroup
    - a. Rehabilitation Counselor series
    - b. Substance Abuse Counselor series

*Requires Personnel Commission approval of pre-employment screening for controlled substances*
    - c. Substance Abuse Program Director

*Requires Personnel Commission approval of pre-employment screening for controlled substances*

VIII. Uncontested Classification Action Report

IX. \*Selection of Hearings Officers

X. Special Reports

XI. Comments by the General Public

XII. Select Date for Next Meeting

XIII. \*Adjournment

*\* Indicates item will be voted on by the Personnel Commission*

***NOTE: The agenda items may be heard in a different order than listed, at the discretion of the Chair.***

If anyone has questions or wishes to discuss, in further detail, the items scheduled for this Commission meeting, please contact Carol Thomas, Chief of Technical Services, Nevada State Personnel, at (775) 684-0119.

NOTE: We are pleased to make reasonable accommodations for individuals with disabilities who wish to attend this meeting. If special arrangements are necessary, please notify the Department of Personnel in writing at 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204, or call Rachel Baker at (775) 684-0110 no later than five working days prior to the meeting.
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JG:sq